



# DC Government Career Opportunities

**Job Title:** DIRECTOR OF FRAUD  
**Requisition Number:** JO-1609-6551  
**Grade:** 16  
**Salary Range:** \$119,175.00 - \$166,844.00  
**Promotion Potential:** No  
**Agency:** Insurance, Securities and Bank  
**Location:** 810 1st St NE  
**Area of Consideration:** Open to the Public  
**Opening/Closing Date:** 9/12/2016 - 9/22/2016

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## Job Summary

### INTRODUCTION

The purpose of the Enforcement and Consumer Protection Division (ECPD) is to confront aggressively the problem of insurance and securities fraud in the District of Columbia by facilitating the detection of fraud, reducing the occurrence of such fraud through the development of fraud prevention programs, requiring the restitution of fraudulently obtained benefits and enforcing -the provisions of the law. The Bureau shall assist the Commissioner of Insurance & Securities Regulations in auditing allegations of fraud and in the development and implementation of programs to prevent fraud and abuse. The Fraud Bureau shall have the broad authority to audit activities, which may be fraudulent, develop evidence and discover fraud and fraudulent activities. Additionally, assist and receive assistance from federal and state law enforcement agencies in discovery and prosecution of a person and/or persons who are party to insurance and securities frauds.

### POSITION CONTROLS

The incumbent will work under the administrative direction of the Commissioner of Insurance, Securities and Banking with responsibility for directing the activities of two subordinate branches and coordinating Bureau program operations internally and externally. The Fraud and Enforcement Bureau would service both of the other key divisions of the Department, the Insurance Bureau and the Securities Bureau.

The incumbent is relied upon for the exercise of independent judgment in determining program goals and the development of operational plans to accomplish the mission of the Bureau. He will consult with the Commissioner of Insurance and Securities in the formulation of major policies and programs.

Work is evaluated in terms of the effectiveness with which the incumbent provides program leadership and in the timely accomplishment of program goals.

Guidelines of the position include D.C. government laws, department regulations, National Association of Insurance Commissioners (NAIC) Model Laws, North American Securities Administrators (NASAA) Model Laws, Examination Handbooks; various other technical references; and the accepted principles, practices and concepts of management and personnel administration. The incumbent must exercise initiative, sound judgment and employ seasoned technical knowledge in providing effective direction to the operations of the Bureau.

### MAJOR DUTIES AND RESPONSIBILITIES

As Director, plans, directs and coordinates the activities of the subordinate Investigation and Enforcement Divisions. Determines resource needs and their allocation between the subordinate divisions; coordinate program initiatives of the division with internal Insurance and Securities Bureau activities, insurance companies, brokerage firms, other agencies and the general public; sets policy for the bureau on program emphasis and operating guidelines; deal with general personnel management policy and acts upon personnel actions affecting key personnel; delegates authority to subordinate and holds them responsible for the performances of their divisions. The subordinate branches engage in the following activities:

**Investigation Division:** The Investigation Division will be responsible for investigating allegations of misconduct filed against licensed insurance producers and licensed securities representatives. These allegations will be derived from consumer complaints, as well as documentation provided by insurance companies and insurance producers. The Investigation Division will also review for statutory compliance, the fraud plans filed by companies and perform field audits of insurance operations relative to sales, claim payment, advertising and other activities.

**Enforcement Division:** The Enforcement Division will work with the Office of Corporation Counsel, the Federal Bureau of Investigation and U.S. Attorney to secure the criminal and civil prosecutions of persons or organizations found to have engaged in fraudulent behavior. Serves as the chief compliance advisor to the Commissioner of Insurance and Securities on

\*substantive matters pertaining to the Insurance Bureau's exercise of statutory authority over the insurance industry.

Makes recommendations and formulates policies for the investigation of allegations of fraud and other misconduct on the part of insurance companies, their agent representatives and independent brokers. Assists the Office of Legal Affairs and hearing offices in matters of compliance and enforcement activities. Determines appropriate responses to high priority compliance matters, inquiries from legislators and leads investigations of a highly sensitive nature. Monitors trends in compliance activity to determine if patterns exist in the actions of specific agents or companies to warrant investigation or examinations by the Investigation or Enforcement Divisions.

Represents the Commissioner of Insurance and Securities before the general public, government officials and insurance company executives. Represents the Commissioner on various boards, task forces and working groups of the National Association of Insurance Commissioners (NAIC). Attends meetings/seminars concerning investigative/compliance matters and insurance and securities regulation. Maintains knowledge of new developments in insurance practices and laws by reviewing trade publications and case studies. Maintains network contacts with insurance department counterparts on common issues and problems.

May testify at administrative hearings, at court proceedings and legislative hearings on fraud investigation or compliance matters.

Performs other related duties as assigned.

#### **OTHER SIGNIFICANT FACTS**

Expert knowledge of D.C. Government laws and regulations promulgated to monitor the insurance, securities and banking industries: The DC Official Insurance Code (Title 31), the District of Columbia Securities Act (Public Law 88-01), the District of Columbia Investment Advisers Act of 1992 and all District of Columbia Official Code cites under Banking in providing direction over the activities of Enforcement and Consumer Protection Division (ECPD).

Expert Knowledge of internal ECPD and DISB policies and practices, the theories and concepts of insurance, securities and banking operations; and principles of business organization.

Expert Knowledge of the principles of supervision to manage staff and diverse investigations

Expert Knowledge of conducting investigative, enforcement efforts. Strong network of contacts in local, state, federal and other regulatory enforcement agencies and law enforcement agencies.

Expert Knowledge of investigative techniques regarding the collecting and analyzing of evidence, and presentation of investigative results to the Office of the General Counsel for the administrative process.

Expert knowledge and understanding of the methods and operations of all financial service entities in order to supervise the investigation of allegations regarding regulatory violations.

Highly skilled in oral, written, and technological (computer) communications; and possess strong analytical and organizational skills to review and analyze various documents.

**Education:** Master's degree in criminal justice, business management, finance management, accounting or allied field and seven (7) years of experience in financial management or business management area sufficient to demonstrate that the applicant possesses the knowledge, skills and abilities required to perform work in the position is desirable.

**Work Experience:** Ten (10) years' experience in an insurance, securities or banking regulatory agency or other similar investigative/enforcement capacity. Five (5) years' experience in criminal justice, financial management or business management is desirable.

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